GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

MA & UD – Constitution of Ward Secretariats in all Urban Local Bodies in the State – Job Chart of Ward Secretariat Functionaries - Job Chart to Ward Secretaries – Orders – Issued.

MUNICIPAL ADMINISTRATION AND URBAN DEVEOPMENT (UBS) DEPARPTMENT

G.O.Rt.No.650 Dated:03-10-2019

Read the following:

1. G.O.Ms.No.217, MA & UD (UBS) Department, dated:20.07.2019.
2. G.O. Rt. No. 523 MA&UD (UBS) Department, dated 21-08-2019.
3. G.O. Rt. No. 591 MA&UD (UBS) Department, dated 17-09-2019.
4. From CDMA., Guntur Roc.No.20024/178/2019/A1, dated 20.09.2019.

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O R D E R:

In the reference 1st read above, Government issued orders keeping in view of the growing population in the Urban Areas, increasing the needs of the public day by day and need to bridge the gap between Demand and delivery by integrating various services being rendered to the citizens by various departments at gross-root level under One Umbrella so as to deliver the services seamlessly to the door steps of the citizens with more accountability and transparency, to improve the living standards of the people in Urban Areas and for corruption-free system, Government is committed to revamp delivery systems in the State through the concept of NAVARATHNALU as core theme of governance. For this purpose, the Government of Andhra Pradesh has announced the creation of Ward Secretariats in Urban Areas, consisting of about 10 functional assistants to work in co-ordination with the ULBs and provide services for every 4000 population in the State.

2. In the reference 2nd read above, Government have been issued orders for constitution a total of 3786 Ward Secretariats and also for creation of 37860 posts of Ward Secretaries @ 10 Ward Secretaries in each Ward Secretariat in the scale of pay of Rs. 14600-44870 except Ward Administrative Secretary. The Scale of pay of Ward Administrative Secretary is Rs. 15030-47330. In this connection the CDMA, Guntur is permitted to notify / fill up the posts of Ward Secretaries. Further, State Selection Committee on the lines of District Selection Committee has been constituted for recruitment of the posts and explained the roles and responsibilities of the State Selection Committee. It has also been detailed about conduct of examination, syllabus for general and technical posts and time schedule for positioning of Ward Secretaries in the Ward Secretariats.

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3. In the reference 3rd read above, Government have been issued orders for constitution of District and Regional level Committees for issuance of appointment orders to the selected candidates.

4. Accordingly, in the reference 4th read above, the Commissioner and Director of Municipal Administration, A.P., Guntur has submitted the proposal for Job Chart of various posts of Ward Secretaries in Municipalities and Municipal Corporations in consultation with Engineer-in-Chief (PH), Director of Town & Country Planning and MEPMA requesting the Government to issue necessary orders in the matter.

5. Government after careful examination of the proposal submitted by the Commissioner and Director of Municipal Administration, A.P., Guntur hereby approved Job Chart of Ward Secretaries of MA & UD Department working in Ward Secretariats in Municipalities and Municipal Corporations in the State as follows:

JOB CHART OF WARD ADMINISTRATIVE SECRETARY

Immediate Reporting Officer	:	Revenue Inspector
Work in coordination with Depts	:	MA & UD
Functions	:	General Administration, Coordination, Grievance Redressal, Publicfeedback, Collection of Municipal Revenues etc

Roles:

1. Team Leader - In charge of entire Ward Secretariat
2. Responsible for implementation of Navarathnalu
3. Supervision over Ward Volunteers and coordination with Ward Secretaries
4. General Administration and Establishment matters.
5. Records maintenance
6. Reports, collection, generation and reporting to higher officers
7. Responsible for delivery of various services as per SLA.

Responsibilities:

1. Supervision over the work of all Ward Secretaries in Ward Secretariat.
2. To work in convergence to provide all line departments services at Ward level.
3. To keep the Ward Secretariat office clean and tidy.

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4. To ensure that all currents received to Ward Secretariat office are distributed to the concerned Ward Secretaries on the day of receipt itself.
5. Maintenance of attendance register, movement register, office orders and important letters received from Municipality etc.
6. Regular verification of personal registers and other registers related to R.T.I. Act & Citizen Charter.
7. Ensure prompt disposal of currents received in Ward Secretariat office.
8. To act as a Public Information Officer under Right to Information Act, 2005.
9. Responsible for preparation of Administration Report.
10. To assist the Commissioner in conducting the elections to the council.
11. Responsible for submission of all periodical reports to the higher authorities in time.
12. To verify the Stock Account of Books and forms, stationery and to issue wherever necessary.
13. Checking of Dispatch Register, Stamp Account, Distribution Register and fair copy register every day.
14. Responsible for monitoring of legal matters relating to statutory bodies namely, SC, ST Commission, Lokayukta and HRC etc.
15. Maintaining indentify of Assets.
16. Indentifying the public representatives as per protocol.
17. All other responsibilities entrusted by the higher authorities from time to time
18. Perform any responsibility delegated by the Commissioner.

Financial Responsibilities:

1. He/she shall attend to outdoor work daily for a minimum period of 1 hour in the forenoon, among others, for assessment and collection of taxes and non-taxes.
2. He/she is responsible for getting the under-assessments and un-assessments booked from time to time as per the Assessment of taxation rules.
3. He/she is responsible for proper service of bills for collection of taxes and non-taxes within the stipulated time.
4. He/she is responsible for collection and ensure collection of 100% of property tax and water charges by visiting door to door and maintaining a record of such visits.
5. He/she shall make spot entry in the memoranda immediately after collection from the tax payer.
6. He/she shall make entries of the daily collections in the daily collection book (hand book) as per the memoranda, and make necessary entries in the challan register / Irsal nama and remit it into the municipal treasury on that day itself, after due verification by the concerned assistant, Revenue Inspector and Revenue Officer.

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7. He/she shall report the new constructions, additions to the existing buildings, usage changes etc., to the Revenue Inspector every month by submitting monthly lists.
8. Service of occupier notices and other notices to the concerned occupants and obtain acknowledgement from them.
9. Service of special notices within 7 days from the date of receipt and to obtain acknowledgement from the parties.
10. He/she should attend the office of the Municipal Standing Counsel (MSC) for obtaining the information regarding the suits filed against the municipality and report to the Revenue Inspector.
11. To attend the criminal / civil courts on behalf of the municipality in connection with the prosecutions and suits filed by and against the municipality.
12. Responsible for submission of lists of arrears every month relating to all taxes pertaining to the wards entrusted to him.
13. To maintain a register showing the addresses of tax payers residing outside the municipality.
14. All other responsibilities entrusted by the higher authorities from time to time
15. To perform any responsibility delegated by the Commissioner
16. Identification of Vacant Lands and collection of VLT
17. Trade licences identification and collection.

JOB CHART OF WARD AMENITIES SECRETARY, GRADE-II

Immediate Reporting Officer	:	Assistant Engineer (Civil)
Work in coordination with Depts	:	MA & UD, R&B, Irrigation, Telecom, Transport, RWS
Functions	:	Water supply, Civic amenities, Roads, Drains, Culverts, Burial grounds

Roles:

1. Arrest leakages in water supply
2. Execution of new distribution lines
3. O & M
4. Preparation of estimates in engineering works
5. Incharge of proper execution of all engineering works
6. Recording measurements and preparation of bills
7. Construction of individual toilets

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Responsibilities:

1. He shall undertake outdoor work daily for a period of 1 hour in the forenoon to supervise the execution of all engineering works and maintenance of all urban services in his jurisdiction.
2. Responsible to Assistant Engineer for management and execution of engineering works pertaining to his subject/ jurisdiction allocated.
3. Investigation and preparation of designs and estimates of all engineering works and maintenance works.
4. Execution of all engineering works and maintenance works and recording measurements and preparation of bills including works pertains to housing, irrigation, school education and other line departments.
5. Operation and maintenance of roads/buildings / water supply/ sewerage / drainage, electrical installations etc., under his control.
6. He should bring to the notice of Assistant Engineer any deviation from sanctioned estimates and designs & design assumptions while executing, and attend to deficiencies pointed out by the quality control staff.
7. Responsible for relief operations during calamities & adverse seasonal conditions.
8. Responsible for recording of measurements in MBs and checking and supervision of centre lines marking as per approved plans, levels, quality of materials and their quarries, quality of the work as per standard specifications and IS codes, sizes of materials etc.
9. Responsible to maintain accounts for materials at site, cement, bitumen, paint etc., logs for departmental vehicles, departmental stores, tools and plant, rainfall data etc., NMR reports, departmental properties etc.
10. Responsible for proper preparation and maintenance of records - timely recording of measurements, safe custody of measurement books and field books, preparation of estimates, bills, work-slips etc., property registers, fortnightly progress reports (FNPRs) etc.
11. He/she is responsible for preparation of all bills as per APPWD Code Rules and instructions of the Government issued on the subject from time to time.
12. He/She should not allow any deviation from the approved plans and agreements without written instructions from higher authorities.
13. Inspection of complaint register pertaining to water supply / storm water drains / sewerage / sanitation / roads / replacing of missing manhole covers and ensure that complaints are redressed as per the stipulated time.
14. He/She is responsible for monitoring the frequency of Water Supply
15. He/She Insufficiency in Quantity of Water being supplied
16. He/She is responsible for identification of repairs in water supply lines
17. He/She is responsible for issue of new water supply lines
18. He/She is responsible for new House service connections
19. He/She is responsible for creating awareness in judicious consumption of water

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20. He/She is responsible for identification of pot holes on Roads
21. He/She is responsible for maintenance of Parks, Traffic Islands
22. He/She is responsible for replacement of Man holes
23. He/She is responsible for maintenance of Drains
24. He/She is responsible for desilting of Major drains
25. He/She is responsible for maintenance of Burial grounds
26. He/She is responsible for maintenance of Community Toilet Complexes
27. He/She is responsible for construction of Culverts and Bridges
28. He/She is responsible for maintenance of Bore wells & Hand bores
29. He/She is responsible for all other infrastructure related works
30. Any other duties entrusted by the higher authorities from time to time

JOB CHART OF WARD SANITATION & ENVIRONMENT SECRETARY, GRADE-II

Immediate Reporting Officer	:	Sanitary Inspector
Work in Coordination with Depts	:	MA & UD, PCB, Environment & Forest, Medical & Health
Functions	:	Solid &Liquid Waste Management, Environment Protection, Animal Welfare etc.,

Roles:

1. To assist the higher authorities in maintenance of sanitation and in implementation of all Waste Management Rules, directions of Hon'ble National Green Tribunal, New Delhi etc.,
2. Supervise the activities of the sanitation workers & cleanliness
3. Prevention and control of communicable diseases/seasonal conditions
4. Arrange for disinfection of infected areas
5. SWM rules implementation
6. Ensure door-do-door collection with source segregation
7. To organize IEC activities
8. Responsible for proper cleaning of open/UGD drains
9. WTP,STP,WTE and WTC
10. Control of stray animals i.e., dogs, pigs etc
11. Maintenance of cattle ponds

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Responsibilities:

1. He/she shall attend to outdoor work daily for a minimum period of 3 hour to perform the responsibilities entrusted tohim.
2. To ensure 100% Door to Door Garbage Collection from the House Holds, Commercial Establishment / Institutions etc., in the area allotted tohim/her.
3. To ensure 100% Segregation of Waste at Source in the area allotted to him/her.
4. To ensure the collected garbage shall be transported in covered vehicles to the designated places from the area allotted tohim/her.
5. To ensure implementation of all Waste Management Rules, directions of the Hon'ble National Green Tribunal, New Delhi, etc., in the area allottedto him/her.
6. He ensures for proper sanitation in the area allotted tohim/her.
7. To ensure cleanliness at public places etc., located in the area allotted to him/her.
8. To ensure cleanliness in Public Toilets, Community Toilets in the area Allotted to them.
9. He is responsible for implementation for Online Waste Management System (OWMS)viz., usage of scanners, attendance of the PH workers, follow route maps/transportation plan etc., in the area allotted to him/her.
10. To follow-up with the concerned duly watching the OWMSdashboard in implementation of OWMSin the area allotted to him/her.
11. To ensure usage of Personnel Protective Equipment (PPE) and Tools & Implements by the PH Workers, as provided by the ULB.
12. To ensure 100% identification of Bulk Waste Generators, providing handhold support to the BWGs, practicing onsite composting by the BWGs etc., as specified in the SWM Rules, 2016 in the area allotted to him/her.
13. To ensure Home Composting done in all the households in the area allotted to him/her.
14. To ensure the collected wet waste in the allotted area shall be sent to the Waste to Compost Plant or to the designated place.
15. To ensure prevention of free cattle movement on main roads.
16. To ensure 100% de-siltation of drains, anti-larval & anti mosquito operations to prevent & control of communicable in the area allotted to him/her.
17. To ensure 100% achievement in ABC & ARV Programme in the area allotted to him/her.
18. To initiate action for construction of Pig Hostels, to visit the Pig Hostels located in the area allotted to him/her on regular intervals and report the status of functioning/stage of construction to his reporting officer
19. To collect data from Government / Private Hospitals where communicable diseases reported in the area allotted to him/her and report the status to his reporting officer for taking remedial measures in the said area.

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20. To ensure 100% implementation of Plastic Waste Management Rules, 2016 in the area allotted to him/her.
21. To ensure ban on usage of plastic below 50 Microns thickness in the area allotted to him/her and phasgeout of single line plastics.

22. To visit Slaughter Houses located in the area allotted to him/her on regular intervals and report the status of functioning/stage of construction/modernization etc., to his reporting officer.
23. To ensure quantity of collected dry waste send to Dry Waste Resource Centers / Material Recovery Facility in the ULBs.
24. To visit the DRCC (Dry Resource Collection Centers) / MRFs (Material Recovery Facilities and report the status of functioning etc., to his reporting officer.
25. To ensure 100% Dry Waste collected in the area allotted to him/her shall be sent to DRCC/MRFs and see that the incharge of DRCC/MRFs in the area allotted to him/her shall tie up with recyclers/Cement Plants etc., for disposing the collected Dry Waste.
26. To ensure 100% implementation of Construction & Demolition Waste Management Rules, 2016 in the area allotted to him/her
27. To visit the Sewage Treatment Plants (STPs), Fecal Sludge Treatment Plants (FSTPs), Re-use of Waste Water Treatment Plants etc., in the area allotted to him/her and report the on regular intervals and report the status of functioning/stage of construction to his reporting officer.
28. To co-ordinate with the line departments in obtaining required information, approvals/permissions etc., regarding implementation of all Waste Management Rules etc., in the area allotted to him/her and report the status to his reporting officer.
29. To ensure 100% achievement of targets in tree plantation& survival, in the area allotted to him/her.
30. To take up IEC Activities/ Awareness Campaigns/Trainings etc., in implementation of Waste Management Rules and directions of the Hon'ble National Green Tribunal, New Delhi, in the area allotted to him/her and report the status report to his reporting officer.
31. To ensure the conducting all Swachha Bharat Mission activities as per the calendar issued by the department.
32. Any other duties entrusted by the higher authorities from time to time

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JOB CHART OF WARD EDUCATION AND DATA PROCESSING SECRETARY

Immediate reporting officer	:	Inspector of Schools (to be created)
Work in coordination with Depts	:	MA & UD, School Education, Higher Education, Technical Education, Planning & Census, UIDAI, Transport
Functions	:	Municipal Education, Amma Vodi, Scholorships, Fee Reimbursement, Vital Statistics, Culture, Festivals other functions etc

Roles:

1. Responsible for enrolment of children in the schools
2. Responsible for proper min. amenities in the Municipal/Government schools
3. Responsible for implementation of Amma Vodi Programme and other programmes
4. Responsible for Scholarships, Fee Reimbursement
5. Responsible for proper functioning of schools
6. Responsible for collection, complication and management of various Data

Responsibilities:

I. **Education related:**

1. Identify the Eligible Beneficiaries at the Ward Level under Government Schemes for Amma Vadi, Fees Reimbursement, other Government Scholarships and programs related to Education and Liasion with the respective Line Department Functionary for processing of these Proposals and sanctions in all eligible cases.
2. To ensure the Benefits so sanctions are distributed as per the Procedure Prescribed by the Government in the Ward
3. Attend to Grievances of Local Ward Citizens through escalation and follow up as may be Prescribed by the appropriate Authority.
4. Conduct Awareness Programs on the above Schemes.
5. Outdoor inspection of the Municipal Schools, Government/ZP/MPP Schools, Government preschools , Residential Schools/Welfare Hostels run by the Government, every day in the forenoon for a period of 4 hours in the Ward(s) Area Assigned.

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6. Suggest Corrective measures to improve educational standards and facilities in these institutions
7. Responsible to survey Mid day Meal Schemes and submit reports.
8. Supervise and Report on the Functioning of the School Management Committee and provisions under Right To Education Act.
9. Ensure Proper Utilization of Funds which are allocated to these Schools under Different Schemes such as Samagra Sikhsha Abhiyaan, RMSA, Funds for School Infrastructure, Funds at the disposal of the School Management Committees(SMC)
10. To ensure Extro / Co-curricular activities and sports in schools.
11. To ensure and follow up the Health issue of students.

II. **DPO related:**

12. Responsible for submission of vital statistics of the Ward Assigned every month in the formats and manner prescribed
13. Responsible for compilation of data relating to all Government Schemes being implemented in the Ward, updation of database/lists, preparation of Reports and submission periodically in the formats and manner as may be prescribed by the Appropriate Authority.
14. Shall computerize the household data collected by all the ward volunteers in the ward secretariat area and filter the needs/ beneficiaries/ problems sector wise and circulate the same to concerned function assistant of Ward Secretariat.
15. He/ She shall manage and maintain (MIS) the data base of the Ward Secretariat.
16. He/She shall be the O&M manager for all the Mobile applications, Tabs, Computer systems and internet connectivity in the Ward Secretariat.
17. He/ She shall ensure digital services to the public effectively that are provided mandatorily by the Local Government like Birth & Death, Property Tax etc.,
18. He/ She shall create awareness to the public on Direct Beneficiary Transfers (DBT) and enable them to make cashless transactions and also on the ease and transparency of digital services
19. He/ She shall be in-charge of Citizen Service Centre (CSC) in taking applications/ grievances from volunteers/ public and distribute the same to the concerned Ward Secretary for redressal.
20. Responsible for Organizing Festivals and other Cultural Activities which are organized by the Government at the ward level and other Municipal Functions from time to time.
21. Any other duties entrusted by the higher authorities from time to time

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JOB CHART OF WARD PLANNING & REGULATION SECRETARY, GRADE-II

Immediate Reporting Officer	:	Town Planning Building Inspector
Work in coordination with Depts	:	MA & UD, Environment & Forest
Functions	:	Urban & Town Planning, Land use, Urban Housing, Fire, Urban Forestry, Water Conservation etc.,

Roles:

1. Planning and Regulation Secretary plays key role in service delivery in Town Planning, land use, urban housing
2. Liaison with respective departments to facilitate citizens requirements, fire, urban forestry, water conservation etc. for the residents of area allotted to him.
3. Accountable in activities to deliver the services in transparent way and establish strong, effective, vibrant service delivery system

Responsibilities:

1. He shall undertake outdoor inspection daily for a period of 1 hour in the forenoon to attend to the responsibilities entrusted to him.
2. Prompt detection of and taking action against all unauthorized constructions and violations to sanctioned plans.
3. Survey, data collection and drafting of plans for preparation and implementation of G.T.P Scheme and other schemes related to town planning wherever such schemes are planned.
4. Detection of and taking action against unauthorized hoardings and advertisements.
5. Detection and removal of objectionable encroachments.
6. Maintenance of registers as specified under the Acts, Rules and Government orders pertaining to town planning.
7. He is responsible for monitoring the Mortgage Register.
8. He has to ensure that entries are made in the Property Watch Register of the Registration Department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the ULB.
9. After issuing notices to the occupiers of dilapidated structures and after obtaining the necessary orders, the matter be referred to Engineering Section for demolition.

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10. Handholding support Building Plan for Permission/Layout permissions/ BPS/ OC/ Fire/ AAI/Environmental clearance.
11. To create awareness to the citizens towards advantages of Planned and Authorised Development.
12. Creation of awareness on the new topics like TDR, GIS based Master plan preparation, stakeholder consultations for implementation of plans.
13. To create awareness among citizens regarding the Building Penalisation Scheme/Any scheme pertaining to Town Planning in the respective wards.
14. To create awareness about fire safety measures.
15. To integrate with other line departments for effective service delivery to the Citizens
16. Maintenance of Asset Registers
17. To integrate and coordinate with other Ward Secretaries of the Ward Secretariat for citizen service delivery.
18. To assist the department in
    a) Preparation of Master Plans,
    b) Preparation Area Development Plans
    c) Preparation of Road Development Plans
    d) Preparation of Junction Improvement Plans
    e) Preparation of Circulation Network Plans of the Ward
    f) Preparation of Beautification Plans of the Ward
    g) Preparation of locality Maps (Door Numbering Maps)
    h) Election and Census Work
19. Identification of encroachments in Government lands, Layout open spaces, Municipal lands, any Public places and report
20. Reporting on violation of Parking places in buildings
21. Identification and reporting of Construction/encroachments in water bodies/rivers/lakes/canals /bunds/ buffer zones
22. Identification of buildings without fire safety measures.
23. Attending Public grievances/complaints related to Town Planning
24. Maintaining record of approved building plans
25. Maintaining record of approved layouts
26. Maintaining record of Master Plan extract/area development plan of the Ward
27. Maintaining the record of Road Development Plans, Junction Improvement Plans, Proposed Circulation Network Plans.
28. Maintaining the Temporary Encroachment Register
29. Maintaining Suit Register
30. Maintaining Unauthorised Construction and Deviation Register
31. Maintaining Prosecution Register
32. Maintaining T.D.R. Register
33. Maintaining Road Development Plans and Junction Development Plan Register
34. Reporting the ambition of public regarding development/creation of lung spaces, link roads, parking areas.

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35. Identification and reporting of requirement of street direction Board
36. Identification and reporting of requirement of junction improvement.
37. Study and Identification of requirement of widening of roads ensuring traffic flow pattern
38. Urban forestry and urban lung spaces, protection of environment and promotion of ecological aspects.
39. Maintenance of parks, Open spaces, and Play Grounds.
40. Lake and water front development.
41. Identification of requirement of Burrial grounds and improvement of existing Burrial grounds.
42. Identification of requirement of public parking places, explore the possibility of providing public parking Places.
43. Identification of suitable land for urban housing in the Ward and initiation for approval.
44. Identification of buildings with Rain Water Harvesting Structures and further improvement needed.
45. Encouraging the Rain Water Harvesting Structures wherever not provided.
46. Identification of places for Community Rain Water Harvesting Structures and reporting to higher authorities for necessary action.
47. To ensure construction of RWHs as per the guidelines in the area allotted to him/her and for their proper maintenance to increase the ground water level
48. Identification of buildings with solar power
49. Identification of buildings with STPs within the building and its maintenance issues and to encourage STPs
50. Identification of green buildings-preparation of list of green buildings and to encourage the green buildings concept.
51. To promote recycling and reuse of water
52. Any other duties entrusted by the higher authorities from time to time

JOB CHART OF WARD WELFARE & DEVELOPMENT SECRETARY

Immediate Reporting Officer	:	Assistant Project Officer
Work in coordination with Depts:		MA & UD, All Welfare Depts, Labour & Employment
Functions	:	SC,ST,BC, Minotiry etc., Yuvatha-Upadhi, Urban Poverty Alleviation, YSR Asara, YSR Cheyutha, YSR Pension Kanuka etc

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Roles:

1. He/She shall be available in the Office for a maximum period of 4 hours and rest of the time shall be spent in the field
2. Undertake regular visits to poor settlements
3. Implementation of various welfare schemes pertains to SC, ST, BC, Minority welfare
4. Identification of beneficiaries, grounding and assets monitoring
5. Preparation of community based action plan like strengthening of CBOs, Bank Linkages, implement social initiatives, livelihoods, health awareness etc.
6. Assist urban poor to access Bank Linkage, Self-Employment Programs, Skill Development Programs
7. Support urban poor to establish micro small entrepreneurship (Livelihood Units) Units
8. Coordination of social development issues i.e., education, health, welfare, disability, vulnerability, Social Security schemes like YSR Bhima, YSR PelliKanuka, YSR Abhayahastametc
9. Facilitate community/social audit for poverty alleviation programs.
10. Shelter for Urban Homeless (SUH)
11. Support Urban Street vending (SUSV)

Responsibilities:

1. He/she shall be available in the office for a maximum period of 2 hours and rest of the time shall be spent in field work I.e., SHG (NHG), SLF (NHC) and TLF formation and strengthening etc;
2. Undertake regular visits to poor settlements.
3. Organize the community in the poor settlements to develop social contacts.
4. Facilitate the community in forming into groups.
5. Ensure all the households join the self-help groups.
6. Assist the SHGs in preparation of Micro Credit Plan, documentation and bank linkage processing.
7. Provide capacity building to the SHGs on financial management and encourage prompt repayment.
8. Provide Entrepreneur Development Programs (EDP) and facilitate for establishment of micro and Small business (Livelihood Units) for sustainable livelihoods promotion and income generation
9. Assist the SHGs in availing Government benefits like YSR AASARA, YSR VaddiLeniRunaalu.
10. Skill gap analysis of his or her operational area and prepare comprehensive plan for skill enhancement basing on the employment potential in collaboration with line departments.

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11. Identify the right persons for the skill training programs.
12. Provide support for urban street vendors.
13. Identify and facilitate the eligible beneficiaries for welfare programs like YSR Pellikanuka and assist them for proper documentation and processing of financial benefits.
14. Ensure all eligible are covered under social security schemes like, YSR Bhima, Abhyahastham
15. Assist the Government agencies in identification of eligible beneficiaries for housing programs
16. Support urban poor to access the existing health institutions and enhance the community participation in all health initiatives.
17. He/she is responsible for implementation of various welfare schemes pertains to SC,ST, BC, Minotiry welfare etc.
18. Disseminate information relating to development programmes.
19. Mobilize communities and ensure their full participation in development activities – planning, implementation and monitoring.
20. Develop community level comprehensive data base on infrastructure, assets and social aspects, update the data base periodically, at least once a year.
21. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services.
22. Help CBOs in proper identification of beneficiaries under different development programmes.
23. Establish liaison with CBOs including NGOs and Government Departments for convergence.
24. Ensure the CBOs organize regular meetings and discuss common issues.
25. Organize periodic orientation to the members of CBOs on their role and responsibilities and development.
26. Identify local resources – human, financial and material and ensure optimum utilization.
27. Guide and assist in surveys and need assessment.
28. Support implementation of development works like community contracts, O & M of community assets etc.,
29. Document the working of CBOs and good practices, disseminate and discuss the good practices from outside.
30. Facilitate and promote voluntarism.
31. Organize community level training and information sharing.
32. To prepare and follow the calendar of SHG/SLF/TLF meetings in his/her jurisdiction.
33. All other responsibilities entrusted by the higher authorities from time to time.

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6. The Commissioner and Director of Municipal Administration, A.P., Guntur shall take further necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.SYAMALA RAO
SECRETARY TO GOVERNMENT

To
The Commissioner and Director of Municipal Administration, Gorantla, Guntur.
All the Head of the Departments of MA & UD Department concerned through CDMA.
All the District Collector in the State through CDMA.
All the Commissioners of Municipalities/Municipal Corporations in the State
Through CDMA.
Copy to:
The PS to Hon'ble M(MA)
The P.S. to Secretary to Government, MA & UD Department.
Sf/Sc

//FORWARDED BY ORDER//

RESEARCH OFFICER